

United States Department of Agriculture
Agricultural Marketing Service

Administrative Notice

AMS-07-02 1/1/07

AGRICULTURAL MARKETING SERVICE
CIVIL RIGHTS SEXUAL HARASSMENT POLICY STATEMENT

All employees of the Agricultural Marketing Service (AMS) are reminded that AMS policy strictly prohibits all forms of discrimination.

As your Administrator, I am firmly committed to ensuring that AMS employees are provided with a work environment that is free from unwanted sexual harassment and from retaliation for reporting such harassment. Sexual harassment is illegal. It is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

For the purpose of this policy statement, sexual harassment is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Employees should inform the alleged harasser to cease the inappropriate comment or action, when it is possible. Studies have shown this is the most effective means for addressing problems in the initial stage. As well, employees are responsible for managing their behavior and immediately reporting any allegations of sexual harassment misconduct or violations to their supervisor, the AMS Federal Women's Program Manager, the AMS Civil Rights Program, or the Animal and Plant Health Inspection Service Human Resources Division.

Supervisors and managers should be particularly concerned about sexual harassment because it negatively affects productivity for which they are responsible. All supervisors and managers are charged with establishing and maintaining a safe and productive workplace free from discrimination and harassment.

Substantiated sexual harassment complaints will receive swift, consistent and fair resolution. Managers and supervisors who participate in, or fail to take appropriate action on, reported sexual harassment incidents, or retaliate against employees who report such incidents, could jeopardize their careers for failure to perform their assigned duties, and may be disciplined.

I know you will join with me in creating a better workplace for all employees, a workplace that is free from discrimination and harassment.

/s/

Lloyd C. Day
Administrator

Distribution: All AMS
Employees

Expiration Date: 12/31/07

Originating Office: OA